

IN THE FIFTH JUDICIAL DISTRICT OF IOWA

**IN RE: THE CONVERSION OF PAPER
FILES TO ELECTRONIC DOCUMENTS
IN POLK COUNTY, FAMILY LAW
CASES**

ADMINISTRATIVE ORDER 2013 - 22

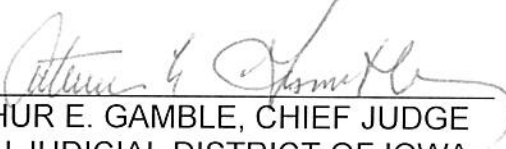
WHEREAS Iowa Court Rule 16.102 authorizes a chief judge to order the conversion of paper court files to an electronic file for any case not subject to the Iowa Rules of Court, Chapter 16 - Rules Pertaining to the Use of the Electronic Document Management System (EDMS). It is in the best interest of all for the Court to have access via EDMS to a limited number of certain pending Polk County Family Law case files (i.e., CDCD, DRCV, USUS, and CVCV case types) as well as Change of Name cases (CNCN) and Liens (LNLN) that exist at the time the Court implements EDMS in the Family Law Division on April 2, 2013. Accordingly:

NOW, THEREFORE, IT IS HEREBY ORDERED THAT:

1. The Polk County Clerk of Court and his designees shall work with the Chief Judge, DCA and Assistant DCA II to identify specific cases and documents may be scanned in for Family Law, Name Changes and Lien cases. Upon implementation of electronic filing in the Family Law Division of the Polk County Courts, the security level of these electronic records shall be set as identified by the EDMS Business Advisory Committee security matrix plan.
2. The Polk County Clerk of Court or his designees shall send the Notice Regarding Electronic Filing to the attorneys and parties appearing pro se as appropriate for such Family Law, Change of Name and Lien cases.
3. Once notified, counsel of record or parties appearing pro se shall apply the rules pertaining to protection of personal privacy (Iowa Court Rule 16.602 through 16.607) to all future filings in that case.
4. After being notified of commencement of the electronic filing in the Polk County Family Law Division, attorneys, parties appearing pro se, and all others

shall file all future filings on that case electronically unless otherwise exempted per the electronic filing rules under Chapter 16 of the Iowa Rules of Court.

DATED this 26 day of March, 2013


ARTHUR E. GAMBLE, CHIEF JUDGE
FIFTH JUDICIAL DISTRICT OF IOWA

Cc: Randy Osborn, Polk County Clerk of Court
Cindy Johnson, Deputy Polk County Clerk of Court
Annette Lemker, Polk County Clerk of Court's Office, Civil Division Supervisor
Joshua Miller, Polk County Clerk's Office, Training/Compliance Coordinator
Elizabeth Baldwin, District Court Administrator
Anne Sheeley, Asst. District Court Administrator
All Polk County District Court Judges
All Polk County District Court Court Attendants and Judicial Assistants
Ken Bosier, Information Technology Director, Iowa Judicial Branch – EDMS Trainers
Marsha Fox, ICIS Project Manager
Brian Glass, ICIS Business Analyst
Diana Swanson, ICIS Business Analyst
Nicole Clarke, ICIS Trainer

FILED
POLK COUNTY, IA.
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CLERK DISTRICT COURT